

SCHOOL ADMINISTRATIVE UNIT 79

DJ

PURCHASING

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The Superintendent will be solely responsible for the final approval of all non-educational purchases. The Superintendent or his/her designee will approve educational purchases beyond budget limitations.

The Superintendent shall be responsible for all phases of purchasing in accordance with School Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

Approved: December 13, 1999
Revised: May 12, 2003
Reviewed: June 8, 2010

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PURCHASING PROCEDURES

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent or his/her designee.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Approved: December 13, 1999

Reviewed: May 12, 2003

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COOPERATIVE PURCHASING

The School Board, at its option, may join in cooperative purchasing with other school districts to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

The Superintendent of Schools is directed to contact nearby superintendents from time to time to assess whether such an arrangement is feasible and appropriate.

1st Reading: April 14, 2003

2nd Reading: May 12, 2003

Adopted: May 12, 2003

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BIDDING REQUIREMENTS

All contracts for and purchases of supplies, materials, equipment and contractual services in the amount of \$5,000 or more shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

1st Reading: April 14, 2003

2nd Reading: May 12, 2003

Adopted: May 12, 2003

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LOCAL PURCHASING

It shall be the policy of the District to purchase locally available goods of equal quality when such goods are available and at competitive prices.

The District should not feel bound to purchase any item locally that can be secured at a saving to the District from outside sources, nor shall he or she feel bound to purchase locally unless adequate services and delivery can be given by the local supplier.

1st Reading: April 14, 2003

2nd Reading: May 12, 2003

Adopted: May 12, 2003

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VENDOR RELATIONS

In all purchasing activities, the Board shall:

1. Consider first the interests of the school system and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their products meet specifications and the educational needs of the school system.
4. Discourage the offer of, and decline of, gifts which in any way might influence the purchase of school supplies and equipment.
5. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

1st Reading: April 14, 2003

2nd Reading: May 12, 2003

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